



REPORT TO: STILLWATER REGIONAL AIRPORT AUTHORITY

MEETING DATE: FEBRUARY 20, 2020

Agenda Item:	SRAA-20-01
Prior Council Action/Related Items: (Hyperlinks Or PDF)	
Background / Issue:	<p>Mead and Hunt has served since the inception of commercial airline service into our community. These services provide quarterly performance monitoring, preparation and analysis of data for meetings with corporate and marketing partners, leakage studies and other services needed for strategic planning and initiatives related to scheduled commercial airline service. Mead and Hunt has satisfactorily performed all duties per their contract and are in good standing with the City of Stillwater. The current contract is due to expire on the last day of February 2020.</p>
Proposal/Solution:	<p>Attached you will find a Proposal for Air Service Consulting Services which, if approved, would have an initial term from March 1, 2020 until June 30, 2020 with options to extend noted in the agreement. Should all options be exercised, the total length of the agreement would be 24 months.</p>
Financial Impact/Funding Source(s):	<p>The monthly fee for consulting services is \$2,825 with an additional allotment for consultant travel expenses, not to exceed \$3,900 during the 24 month agreement. The required fees are budgeted on an annual basis in the airport's Professional Services Account.</p>
Related Strategic Priority:	Effective Services and Accountable Government
Recommended Action/Motion:	Airport staff recommends approval of the Proposal for Air Service Consulting Services.
Prepared By:	Paul Priegel, Airport Director
Reviewed By:	
Submitted By:	Paul Priegel, Airport Director
Attachment(s):	Proposal for Air Service Consulting Services